

Minutes - Information Systems Committee
Chambers Room (C101), 421 Nebraska Street, Sturgeon Bay
WEDNESDAY, MAY 12, 2010

1. Chairman Richard Haines called the meeting to order at 4:01 p.m.
2. Members present were: Richard Haines, Mark Moeller, Ben Meyer, Joel Gunnlaugsson, and David Lienau.
Also present were: Information Systems Tim Ullman, Tom Haight, Real Property Lister Holly Hansen, Register of Deeds Carey Petersilka and Administrative Assistant Lori Holtz.
Guests present: Bruce Rowell, Access Engineering.
3. Adopt the Agenda
Motion by Moeller, seconded by Gunnlaugsson, to adopt the agenda. Motion carried.
4. Election of Vice-Chair
Ben Meyer nominated Mark Moeller as Vice-Chair.
Motion by Meyer, seconded by Gunnlaugsson, to close nominations and cast a unanimous ballot for Mark Moeller.
Motion carried.
Chairman Haines asked Moeller to take over the meeting at this point.
5. Approve IS Committee Meeting Minutes of April 7, 2010
Motion by Meyer, seconded by Moeller, to approve IS Committee Meeting Minutes of April 7, 2010. Motion carried.

6. Land Information Office (LIO) Coordinator

6.1. Report Balance of County LIO funds

Haight reviewed all line items in the Land Information Accounts Report. He noted that the flat fee will change after today, which will mean additional money will be coming into this program.

Land Modernization Balance:	\$168,496.10
LIO Internet Balance:	32,143.97
Total Land Modernization and LIO Internet Balance:	200,640.07
GIS Fees Collected to Date	159.00

This month's voucher list includes just over \$23,000 for the 2nd year of the Pictometry project.

Moeller asked about a fly-over of the entire state recently mentioned.

Haight said the County did not participate in this since we already did it... and we're also getting oblique angle views, cardinal views and software.

6.2. Land Information Modernization (LIM) Plan – Draft for 5-year planning cycle

Haight explained that he is in the process of preparing the update, and is getting feedback from other departments. The Plan is required in order to be eligible for various State grants. The plan will be reviewed as a group; also by the Land Information Council, the Information Systems Committee. It will then be sent to the State, and they will send it to other counties for peer review.

6.3. FYI / Project Update

- There was an update to the webmap.

7. Register of Deeds

7.1. Update on filed/recorded documents

								2009 Comparison	
2010 Certified Copies / Month	Birth	Marriage	Death	Domestic	VA	Total	Total Fees	Total	Total Fees
January	87	63	324	0	11	485	\$1,782.00	564	\$1,889.00
February	87	35	310	0	19	451	1,640.00	442	1,664.00
March	135	58	348	0	12	553	1,664.00	361	1,438.00
April	104	52	147	0	12	315	1,314.00	435	1,729.00
Totals to date:	413	208	1129	0	54	1804	\$6,400.00	1802	\$6,720.00

2010 Vital Records Filed /Month	Birth	Marriage	Dom. Ptn.	Death	VA	Total	2009 Totals
January	21	6	0	27	3	57	77
February	27	8	0	32	3	70	75
March	19	8	0	30	12	69	59
April	19	16	0	20	3	58	71
May							
Totals to date:	86	38	0	109	21	254	282

Recording Fee Breakdown

\$11/1st page of document

\$4 – General Fund

\$7 – Land Records

(\$5 – County Land Records)

(\$2 – State Land Records)

(\$1 – County Internet Fund)

2010 Documents Month	Documents Recorded	Money Turned Over to County Treasurer	2009 Comparison	
			Documents	\$
January	734	45,474.30	701	57,223.40
February	694	38,137.20	981	40,911.70
March	805	60,754.30	988	45,525.80
April	723	46,357.20	963	48,032.40
TOTALS:	2956	190,723.00	3633	191,693.3

7.2. Completion of projects and ongoing projects

Petersilka explained that plats were outsourced for scanning in 2004. Now all plats are on the internet and they now use the scanner in Real Property Listing. She added that they are now scanning in condominium plats, working back from 2010. This is available to anyone who has a subscription.

7.3. Pricing of Images offered on CD

Petersilka received a letter from Corelogic. They want to get information and key it into their system. The Register of Deeds Office had previously discontinued providing CD's once they went on-line. Petersilka said she doesn't want to go backwards and start issuing CD's again. She will offer to set this company up with an escrow account and have them sign an agreement with the County. They are not supposed to sell any of this information. There are about five companies who were grandfathered, who have unlimited access and pay a monthly fee of \$300/month. FYI only.

7.4. Approve Vouchers

Motion by Meyer, seconded by Gunnlaugsson, to approve Register of Deeds vouchers totaling \$1,484.35. Motion carried.

8. Information Systems

Ullman extended an invitation to committee members to set up a tour to walk through the data centers and see the hardware and software supported by the Information Systems Department.

8.1. New Business

8.1.1. Status/Review/Discuss next steps for Fiber Design with Access Engineering

Ullman reviewed the "Overview Map of the Door County Fiber Optic Project". The County is looking at doing a redundant link of our own, using 6-12 strands of our own fiber and taking a different route.

Bruce Rowell has marked all the pole locations (98 poles) and has provided estimated costs. The estimated total project budget is \$222,384.90.

The next step is to pay Sturgeon Bay Utilities \$8500 for 'make ready' work. AT&T and Charter are next for the 'make ready' work, and then the project could be released for bid.

Ullman wanted to get the Committee up to speed on the project and how we're expensing the dollars. FYI only.

8.1.2. Review NE Tower Proposal. (Gov Doyle letter, High Level Overview)

Ullman reported that this process is on-going. If NE Tower receives Federal Grant dollars, they'll build the network sooner.

The proposal has the support of Administrator Serpe, EMS Director Burrell, Sheriff Vogel, Governor Doyle, Senator Feingold, Representative Kagen and others.

Cellcom wants to hang on to and expand the market they have; and Door County wants to extend the fiber optic network in the county.

The grant process is on-going.

8.1.3. IS Announcement Document and dates

8.1.3.1. Zix Email Encryption

This came about via the Human Services departments sending HIPAA protected documents via email. We needed to look at a way to secure that type of information (also financial information). Zix email encryption puts the onus on the email recipient. If the email is encrypted, they will need to enter a secure email web site portal, enter a username and password before they are allowed to view the email or attachment.

8.1.3.2. CGS Email Archiving

Public records need to be maintained for a life cycle of seven years. All in-coming email will be archived. Anything older than 6 months will be archived, which removes it from the production database. If public records requests come in, they can be found in the data vault.

8.1.3.3. Microsoft e-Learning for new 2007 versions of software

Ullman said they will get this on-line within the next 30 days, with the help of HR.

8.1.3.4. Microsoft Home Use Program (HUP) for DC Employees

This product has a market value of approx. \$200. It is for home use as long as someone is an employee of the County. This is a full blown version of Microsoft. For an additional \$12.00 it will include the CD media. This program is currently used by Waukesha and LaCrosse counties.

One advantage is that it will help the employee to get up to speed using the same software that they are using at home.

8.1.4. Status hire of Help Desk Tech

Ullman reported that this is still in progress.

8.1.5. Discussion County Board Laptops

Moeller had request a discussion of laptops. This had been suggested previously ... to offer a laptop provided by the County to any supervisor who is interested, for their district.

Discussion held on offering these to those who want one.

Ullman said from the IS tech support perspective, there have already been a plethora of problems with home computers of supervisors.

One caveat is that the supervisor would need a broadband connection in order to use the laptop.

The ballpark cost would be about \$800 each. It is a decision for County board to decide. One advantage is the separation of County business from personal use.

The next step will be to agenda this next month as an action item.

8.1.6. Status 2011 Budget Process

Ullman explained that the I.S. Committee meets to review all outlay requests. Department Heads show up for requests greater than \$5,000; and those less than \$5,000 are explained by Ullman and Fernandez.

It was the consensus of the committee to hold the outlay meeting on July 14th at 3:00 p.m..

8.2. FYI

8.2.1. Other 2010 Projects - No report today.

8.3. Approve Vouchers

Motion by Gunnlaugsson, seconded by Lienau, to approve Information Systems vouchers totaling \$67,133.28. Motion carried.

9. Set Next Regularly Scheduled Meeting Date: Next meeting will be Wednesday, 6/9/10, 2:00 p.m.

9.1. Set Regular Meeting: week, day & time: Through the summer, the committee will meeting on the Second Wednesday of the month, beginning at 2:00 p.m.

9.2. Set Date for IS Budget / Outlay Review: (July 7 or July 14?) The I.S. Budget / Outlay review will be Wednesday, July 14, beginning at 3:00 p.m. There will tentatively be the first meeting of the Land Information Council on this same date, prior to I.S. Committee.

10. Real Property Listing

10.1. Office Update

10.1.1. Sales

For the month of April, entered 137 sales and 29 splits.

	2004 Sales	2004 Splits	2005 Sales	2005 Splits	2006 Sales	2006 Splits	2007 Sales	2007 Splits	2008 Sales	2008 Splits	2009 Sales	2009 Splits	2010 Sales	2010 Splits
January	304	105	333	114	326	147	271	95	289	47	125	32	138	26
February	311	233	300	118	215	79	262	207	161	39	131	28	160	48
March	(comb Feb& Mar)		272	120	358	79	245	70	183	43	174	37	175	40
April	294	162	288	99	283	121	232	60	207	75	153	12	137	29
May	364	176	389	115	326	118	328	147	264	41	169	52		
June	428	167	340	112	303	130	323	130	262	86	189	60		
TOTAL	1701	841	1922	678	1811	674	1661	709	1366	331	941	221	610	143

10.1.2. Web Map/Map Coverage's

Coverages for in house projects are updated with boundary and ownership changes through the end of April. Changes sent to Tom Haight on May 12th to update Web Map.

10.1.3. Assessor Work rolls

In April four more books came in and 5 of the 19 work rolls with new assessments for 2010 are entered. (Brussels, Clay Banks, Forestville, Sturgeon Bay and Village of Forestville) Entered 965 assessment changes.

10.1.4. Imaging

In the process of imaging old ownership and map books to preserve history of old parcel information. Have Town of Baileys Harbor and Brussels imaged.

10.2. Approve Vouchers - None.

11. Motion by Gunnlaugsson, seconded by Lienau, to Adjourn into Executive Session for the purpose of considering employment, promotion, compensation or performance evaluation data of any public employee over which the governmental body has jurisdiction or exercises responsibility per S.S. 19.85 (1)(c) – (1) Annual Performance Evaluation: Holly Hansen

Motion carried on a roll call vote of all members present voting 'Yes'. Time: 6:12 p.m.

11.1. Reconvene Into Open Session

Motion by Moeller, seconded by Lienau, to reconvene into open session. Motion carried on a roll call vote of all members present voting 'Yes'. Time: 6:15 p.m.

11.2. Recommendation / Decision Regarding Closed Session Matter(s)

Motion by Haines, seconded by Moeller, to accept the performance evaluation of Holly Hansen and place it on file. Motion carried.

12. **Adjourn Meeting**

Motion by Moeller, seconded by Meyer, to adjourn. Motion carried. Time: 6:17 p.m. Recorded by Administrative Assistant Lori Holtz.